TERMS OF REFERENCE

Support to Peace Research Partnership
Inclusive Economic Development in Syria

Topic: Finalisation of research on inclusive economic development in Syria
Location: Flexible
Duration: 14 working days between 11 November 2019 and 9 December 2019
Start date: 11 November 2019

1. CONTEXT

International Alert (Alert) is an independent, international peacebuilding NGO with more than thirty years’ experience in a high number of countries and territories working with people directly affected by conflict to build lasting peace. We focus on solving the root causes of conflict, bringing together people from across divides. From the grassroots to policy level, we come together to build everyday peace, which is just as much about communities living together, side-by-side, and resolving their differences without resorting to violence, as it is about signing a treaty or laying down arms. That is why we believe that we all have a role to play in building a more peaceful future.

2. THE PROJECT

In 2017, Alert, together with Conciliation Resources and Saferworld, began a three-year research programme called the Peace Research Partnership on key processes that contribute to peace. Funded by UK aid from the UK government, the research focuses on a range of conflict-affected regions and approaches, including economic development, peace processes and institutional reforms. We also look at ways to address gender drivers of conflict. This particular strand of research concerns inclusive economic development in Syria, and seeks to generate knowledge, lessons and recommendations tailored to policy-makers and practitioners working on peace and economic development in that context.

The research focuses on exploring what opportunities for peacebuilding exist in the realm of economic development and reconstruction. It looks at whether and how donors, INGOs, Syrian civil society and Syrian and foreign private sector actors could engage on this topic to benefit ordinary Syrians, counteract the more destructive forces that are at work in the country, and contribute over the longer term to peacebuilding. Its overall
purpose is to inform policymakers on where and how economic development might contribute to peace and stability in Syria.

Data collection was carried out in Syria with Key Informant Interviews (KII)s conducted remotely and in person. The data was transcribed, translated, coded and analysed. Following this first phase of data collection and analysis, a first draft of the research report was written.

3. OBJECTIVE OF THE ASSIGNMENT

In view of the volatility of the context and shift in conflict dynamics in Syria since the data collection phase, and the related changes in the donors’ policies and programmes on/in Syria, as well as the peace and development space for practitioners, developing recommendations and conclusions to inform DFID and others’ policies and practices has necessitated reflections and exchanges internally and externally on what is feasible, realistic and can be recommended in a conflict-sensitive way.

Alert is now at the stage where it seeks to produce a succinct and relevant report that not only summarises the findings from the first round of data capture, but also adds to the data through additional background research in order to understand whether and how the shifts in conflict has altered the research findings. A second round of data collection and analysis, including desk-based research as well as Key Informant Interviews, is now desired to inform the finalisation of the research outputs and ensure that it is coherent, accurate and sensitive to the context.

For this reason, Alert seeks the services of an external consultant to finalise two high-quality, evidence-informed and context-relevant research outputs (one synthesis paper and one briefing note) for the Inclusive Economic Development research. This will involve analysing the data collected and updating it by incorporating the latest developments in Syria through background research, literature review, analysis, and remote KII s with experts where relevant.

4. TIMING AND DURATION

This consultancy will cover 14 working days from Monday 11 November to Monday 9 December 2019, which will be the deadline for delivery of the report. The consultancy entails in-depth research and writing, and a commitment to deadlines. It is noted that due to the nature of the project, there will be periods of time when no actual writing or research will occur because the Consultant will be waiting for text clearances from the relevant parties in Alert.
5. ROLES AND RESPONSIBILITIES

Overall, the Consultant is responsible for:
- Finalising research in accordance with Alert timeline and objectives as stated in ToR;
- Ensuring that the research outputs meaningfully and substantially represent the voices and views of all respondents while being relevant to the Syrian context at the time of the Assignment;
- Providing Alert with agreed deliverables in a timely manner;
- Where relevant, draw on her/his network of specialists and others, in coordination with Alert country team.

Specifically, the Consultant is responsible for:
- Attending meetings as and when necessary with Line Manager and Syria Programme Manager;
- Reviewing existing draft reports from Alert, as well as the set of data collected (interview transcripts);
- Reviewing additional relevant literature on the latest developments and trends in the conflict in Syria and relating to business and peace more broadly, and updating literature review accordingly;
- If necessary, undertaking remote KIIIs to gather additional information;
- Producing a (approximately) 20-page research report, and supporting the production of sound and realistic conclusions and recommendations;
- Developing a two-pager summarising the findings in an efficient and reader-friendly way.

Alert is responsible for:
- Sharing relevant background documentation on the research project, including previous draft research reports and interview transcripts in a timely manner;
- Donor liaison;
- Processing payments in a timely manner;
- Reviewing the draft deliverables in the agreed timeframe;
- Providing management oversight and support, reviewing written outputs, and performing a quality assurance function of written outputs
- Disseminating and presenting research findings with the support of the consultant.

6. DELIVERABLES

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<tr>
<th>Ref</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>No. of consultant days</th>
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<tbody>
<tr>
<td>1</td>
<td>Draft 20-page (approx.) research report, incl. up-to-date literature</td>
<td>26 November, 2019</td>
<td>9</td>
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<td></td>
<td>review, KII, findings and conclusions/recommendations</td>
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<td>2</td>
<td>Final 20-page research report</td>
<td>3 December, 2019</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Two-pager presenting research findings &amp; recommendations</td>
<td>9 December, 2019</td>
<td>2</td>
</tr>
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<td></td>
<td><strong>Total person days &amp; amount payable:</strong></td>
<td><strong>14</strong></td>
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All deliverables are to be presented in draft format and at a meeting for Alert, before being finalised. All deliverables and data of the evaluation will be owned by Alert and may be used for both internal and external reporting and communications.

7. **PAYMENT SCHEDULE**

Alert will disburse 30% of the consultant’s remuneration upon delivery and agreement of the draft research summary/report (deliverable 1). The remaining 70% will be disbursed upon submission and acceptance of deliverables 2 and 3.

8. **SUPERVISION OF THE WORK**

International Alert’s Head of Economic Development for Peace and Syria Programme Manager will act as primary points of contact and supervise the delivery of the work.

9. **INTELLECTUAL PROPERTY RIGHTS AND DATA SHARING**

International Alert is the sole owner of the research data that will be shared with the Consultant for the review stage. The Consultant will be asked to sign a confidentiality agreement guaranteeing they will not use, disclose or circulate this data with any Third Party. The final products are solely owned by Alert.

10. **REQUIRED SKILLS AND EXPERIENCES**

We are looking for a consultant who can immediately take up the role and without delay deliver the above tasks.

The following skills and experience are expected by Alert:

a) Proficiency in English (written and spoken), knowledge of Arabic is an advantage;
b) Master’s degree in a relevant field, such as conflict and economic development; and/or business and peace
c) More than five years’ experience in data collection and analysis and report writing;
d) Experience conducting qualitative research methods;
e) Strong analytical skills and ability to deliver on policy-oriented reporting;
f) Demonstrable experience and in-depth knowledge of the subject matter and recent experience of working in Syria or on programming or research related to Syria;
g) Experience working with international NGOs a benefit;

11. APPLICATIONS

To apply, interested candidates are requested to submit:

a) A Curriculum Vitae and a short cover letter;
b) A technical proposal for the completion of the aforementioned deliverables, specifying timeline and workplan outline, and a fee proposal.

Applications must be submitted by 8 November 2019. For any related questions, kindly contact the line manager, Trine Pertou Mach: TPertouMach@international-alert.org